



SIMI VALLEY CULTURAL ARTS CENTER

3050 East Los Angeles Avenue Simi Valley, California 93065

SIMI VALLEY ARTS COMMISSION

Wednesday, September 21, 2016 - 3:30 p.m.

City Manager's Conference Room

City Hall, 2929 Tapo Canyon Road, Simi Valley, CA 93063

AGENDA

1. Call to Order/Welcome/ Roll Call
2. Agenda Review
3. Approval of Minutes: April 20, 2016
4. Public Statements
This is the time allotted for statements or comments on matters within the subject matter and jurisdiction of the Arts Commission.
5. New Business
 - a. Receipt of Simi Valley Cultural Arts Center FY 2015-16 Operating Budget Report
 - b. Receipt of FY 2015-16 Simi Valley Cultural Arts Center Year-End City Reimbursement Report
 - c. Simi Valley Cultural Arts Center Proposal to Occupy a Classroom Building at Simi Valley Elementary School
6. Reports
 - a. Cultural Arts Center Programming Update
 - b. Simi Valley Cultural Arts Center Statistics
 - c. Simi Valley Cultural Arts Center Capital Improvement Program
 - c. General Manager's Report
 - d. Update on Simi Valley Cultural Arts Center Foundation Activities and Revenues
7. Commissioner Comments
This is the time allotted for statements or comments from Arts Commissioners on matters within the subject matter and jurisdiction of the Arts Commission.
8. Adjournment

/s/

Sommer Barwick
Community Services Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact the Community Services Acting Deputy Director, Anna Medina, at (805) 583-6811. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call to Order/Welcome

Mayor Huber called the meeting to order at approximately 3:30 p.m., welcomed Arts Commissioners, and verified that a quorum was present.

Present: Mayor Bob Huber, Council Member Mike Judge, Commissioners McLean, Mayea, Landry, and Cultural Arts Center Foundation Representative Feco.

Absent: Commissioners Drago and McCarter.

Staff Members: Sommer Barwick, Rob Bruce, and Fred Helsel.

2. Agenda Review

No changes were recommended.

3. Approval of Minutes: February 17, 2016

A motion was made by Foundation Representative Feco and seconded by Council Member Judge to accept the minutes as drafted. The motion was unanimously approved.

4. Public Statements

None.

5. Continued Business

None.

6. New Business

a. Receipt of FY 2015-16 Operating Budget and Approval of the Proposed FY 2016-17 Operating Budget

Mr. Bruce presented an overview of the FY 2015-16 Budget report where he explained that net income is projected to be approximately \$4,000 over budget, largely due to the significant box-office success of *Fiddler on the Roof* and *Addams Family* and that the Performance and Contingency Accounts remain healthy at approximately \$20,000 each and continue to earn about \$21 in interest per year. The Center has not needed to draw from these accounts for the past several years.

Mr. Bruce also presented the proposed FY 2016-17 Budget. This budget conservatively estimates a net income of \$7,500, which is higher than the previous year, but also anticipates that costs for Provider Payments and Technical staff will continue to increase.

A motion to accept the FY 2015-16 Operating Budget report and approve the proposed FY 2016-17 Operating Budget was made by Commissioner McLean and seconded by Commissioner Landry. It passed unanimously.

b. Review of the FY 2015-16 Operating Plan and Approval of the Proposed FY 2016-17 Operating Plan

Mr. Bruce reviewed the proposed FY 2016-17 Operating Plan, which includes goals for: maintaining the same level of programming on the main stage; increasing utilization of the "DownStage"; increasing support and collaboration with outside producers to augment Center productions; continuing to support arts in education; expanding the Center's presence on social media; and, continuing to support the growth of community arts organizations.

A motion to approve the FY 2016-17 Operating Plan was made by Council Member Judge and seconded by Commissioner McLean. It passed unanimously.

7. Reports

a. Update on Cultural Arts Center Statistics

Mr. Helsel reported that the attendance for the first quarter of 2016 is somewhat lower than last year partially due to the CAC not producing a January production in order to encourage outside producers. While several producers did present at the Center, attendance for some productions was low. However, as area teachers offered extra credit for productions such as *The Dark Heart of Poe* and *The Importance of Being Earnest*, these productions showed a marked increase in student attendance. Even with this incentive, the ARTS production of *The Importance of Being Earnest* had lower than expected box-office turn out.

Council Member Judge asked if the assigned productions such as *The Dark Heart of Poe* and *The Importance of Being Earnest* held the students attention. Mr. Helsel reported that it did.

b. General Manager's Report

Mr. Helsel reported that *In the Heights* has opened and is already receiving rave reviews. He also reported that this is the first production utilizing the new LED lights that were purchased with the Dwyer bequest. He reported that the color saturation is much better and they are significantly cooler and that even though this is a very physical show with

lots of dancing and gymnastic moves the cast reported that they did not get overheated onstage. Under the old lights, casts were often overheated and asking for the air conditioning to be turned up, while the audience was too cold and asked for it to be turned down.

Mr. Helsel also stated that the Center is partnering with Today TIX that will allow patrons to purchase discounted tickets when available to CAC productions on their mobile devices in about 30 seconds.

Mayor Huber requested that a letter of appreciation to the family of Ms. Dwyer be drafted for his signature, explaining how the bequest has made a real difference.

c. Cultural Arts Center Programming Update

Mr. Helsel reviewed the upcoming calendar of events at the CAC and highlighted the upcoming productions of *The Wiz* and *Peter and the Star Catcher*.

d. Update on Simi Valley Cultural Arts Center Foundation Activities and Revenues

Foundation Representative Feco reviewed the status of the Foundation's endowment fund and fundraising activities. He gave an update on the upcoming April 30, 2016 Spotlight Awards and described an extensive program of entertainment for the evening. He also announced that the Foundation's website is up and running and that tickets for the Spotlight Awards may be purchased on-line through the site.

8. Commissioner Comments

None.

9. Adjournment - The meeting was adjourned at approximately 4:00 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: September 21, 2016

TO: Simi Valley Arts Commission

FROM: Anna M. Medina, Acting Deputy Director Community Services

SUBJECT: RECEIPT OF SIMI VALLEY CULTURAL ARTS CENTER FY 2015-16 OPERATING BUDGET REPORT

Attached for your review is the Cultural Arts Center's (CAC's) year-end Profit and Loss Statement and Budget Report for FY 2015-16 (July 1, 2015 to June 30, 2016). Total revenues are reported at \$476,766, the Cost of Goods Sold was \$316,598 and other Expenses were \$149,267. As a result, the CAC is reporting a net income in the amount of \$10,901 in the FY 2015-16 operating account. These financial results allow the CAC to maintain its reserves, and retain a restricted Contingency Account balance of \$19,439 and a Performance Fund Reserve of \$19,273. In addition the CAC has invested \$31,732 in necessary maintenance and replacement of production related equipment during FY 2015-16 as well as completing phase II of "Greening of the Center" including LED lighting instruments, cabling and software. The Center continues to be in a strong fiscal position and staff anticipates continuing operations with a positive cash flow in FY 2016-17.

An analysis of the FY 2015-16 year-end Budget is included for your information:

Total Income was 1% above budget projections due to 'sold out' performances of two mainstage presentations; ARTS *Adams Family* and CAC's *Fiddler on the Roof*. The increase of income caused an increase in Cost of Goods Sold primarily in the Provider Payments, advertising/marketing as well as contract labor. Fixed Operational Expenses came in on budget with overages in Capital replacement and Contract Services offset by savings in Dues/Licenses/Permits and Office Expenses.

Staff will continue to carefully monitor revenues and expenditures in FY 2016-17 and provide a detailed report of revenue and expense status at mid-year and again at the end of the budget year. Should you have any questions regarding the above information, staff will be happy to respond at the September 21st Commission meeting.

Attachment

SIMI VALLEY CULTURAL ARTS CENTER OPERATING BUDGET FY 2015-2016 REPORT

ORDINARY THEATER INCOME/EXPENSE	ANNUAL BUDGET	ACTUAL	% BUDGET
INCOME			
Box Office	\$281,700	\$312,076	110.78%
Contributions	\$64,000	\$29,692	46.39%
Grants	\$2,000	\$3,463	173.15%
Rental	\$78,850	\$80,311	101.85%
Concessions	\$8,250	\$12,207	147.96%
Advertising Income	\$500	\$735	147.00%
Reimbursed Technical Costs	\$32,850	\$38,242	116.41%
Interest Income	\$0	\$40	
TOTAL INCOME	\$468,150	\$476,766	101.84%
EXPENSE COST OF GOODS SOLD (COGS)			
Booking/Artist Fees	\$30,000	\$20,856	69.52%
Concessions	\$5,500	\$7,197	130.85%
Supplies	\$28,000	\$13,361	47.72%
Provider Payments	\$137,500	\$178,340	129.70%
Advertising/Marketing	\$13,500	\$17,988	133.24%
Special Events (Rotary, NYE.)	\$32,000	\$32,207	100.65%
Contract Labor	\$40,000	\$46,649	116.62%
SUBTOTAL EXPENSES (COGS)	\$286,500	\$316,598	110.51%
TOTAL GROSS PROFIT	\$181,650	\$160,168	88.17%
FIXED OPERATIONAL EXPENSES			
Credit Card Service Fees	\$9,500	\$12,173	128.14%
City Reimbursement - 10%	\$20,000	\$18,157	90.79%
Contract Services - Staff	\$55,000	\$64,711	117.66%
Dues/Licenses/Permits	\$24,500	\$17,879	72.98%
Professional/Special Services	\$3,000	\$3,000	100.00%
Judy Dwyer Expense	\$33,000	\$25,793	78.16%
Capital Replacement	\$25,000	\$5,939	23.76%
Office Expenses	\$3,000	\$1,615	53.83%
TOTAL EXPENSES	\$173,000	\$149,267	86.28%
NET PROFIT/LOSS	\$8,650	\$10,901	126.02%
	Balance July 1, 2015	Credits/(Debits)	Balance June 30, 2016
CONTINGENCY ACCOUNT BALANCE	\$19,424	\$15	\$19,439
PERFORMANCE ACCOUNT BALANCE	\$19,259	\$14	\$19,273

SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: September 21, 2016

TO: Simi Valley Arts Commission

FROM: David Ralphe, Cultural Arts Center General Manager

**SUBJECT: RECEIPT OF FY 2015-16 SIMI VALLEY CULTURAL ARTS CENTER
YEAR-END CITY REIMBURSEMENT REPORT**

Attached for the Simi Valley Arts Commission's review is the FY 2015-16 Simi Valley Cultural Arts Center (Center) Year-End City Reimbursement. Also attached are the quarterly Subsidized Activity Reports for the year that are utilized in calculating the City reimbursement. On March 4, 2002, the City Council approved a reimbursement program for the Center that requires that the City be reimbursed 10% of earned income (total income less grants, donations, interest and reimbursed technical costs) minus subsidized activity (providing rental space for non-profits and public entities). For FY 2015-16, 10% of earned income totaled \$40,533 and subsidies totaled \$14,260 resulting in a total of \$26,273 due the City. Staff will be available to address any questions.

Attachment

Simi Valley Cultural Arts Center

Subsidized Activity Report 07/01/15–09/30/15

<u>JULY</u>	<u># Perfs.</u>	<u>Subsidy</u>	<u>Amount</u>
Foundation Meeting	1	NP	\$75
Rotary Luncheon	4	NP	\$100
ARTS: Into the Woods	9	NP	\$500
ARTS Workshop/Little Mermaid	3	NP	\$950
Total	17		\$1,625
 <u>AUGUST</u>			
Rotary Luncheon	4	NP	\$100
Little Shop of Horrors	14	NP	\$700
Nurses Graduation	2	NP	\$300
Legally Blonde Jr.	3	NP	\$850
Foundation Meeting	1	NP	\$75
Surgical Tech	1	NP	\$150
Total	25		\$2,175
 <u>SEPTEMBER</u>			
Foundation Meeting	1	NP	\$75
Rotary Luncheon	4	NP	\$100
SS Field Lab Town Hall	1	NP	\$100
Foundation Reception	1	NP	\$225
Total	7		\$500
 1st Quarter Total	 49		 \$4,300

Simi Valley Cultural Arts Center

Subsidized Activity Report 10/01/15–12/31/15

<u>OCTOBER</u>	<u># Perfs.</u>	<u>Subsidy</u>	<u>Amount</u>
Nataraja Dance Recital	1	NP	\$100
Foundation Meeting	1	NP	\$75
Rotary	4	NP	\$100
Adams Family	1	NP	\$75
Republican Women Luncheon	1	NP	\$75
Total	8		\$425
<u>NOVEMBER</u>			
Rotary	4	NP	\$100
Adams Family	13	NP	\$975
Foundation Meeting	1	NP	\$75
Reflections	1	NP	\$750
Republican Women's Luncheon	1	NP	\$75
Literature In Action (Ernest)	3	NP	\$450
Arts & Craft Faire	1	NP	\$325
Total	24		\$2,750
<u>DECEMBER</u>			
Adams Family	3	NP	\$375
Rotary Luncheon	4	NP	\$100
Raymond Michael	1	NP	\$75
Literature in Action (Ernest)	3	NP	\$450
Aspire Dance Recital	1	NP	\$100
Stage One Recital	1	NP	\$75
Total	13		\$1,175
2nd Quarter Total	45		\$4,350

Simi Valley Cultural Arts Center

Subsidized Activity Report 01/01/16–03/30/16

<u>JANUARY</u>	<u># Perfs.</u>	<u>Subsidy</u>	<u>Amount</u>
Republican Women's Luncheon	1	NP	\$75
Foundation Meeting	1	NP	\$75
Rotary Luncheon	4	NP	\$100
City Manager Meeting	1	GOV	\$60
Republican Women's Luncheon	1	NP	\$75
Total	8		\$385
 <u>FEBRUARY</u>			
Rotary Luncheon	4	NP	\$100
Foundation Meeting	1	NP	\$75
Arts Commission Meeting	1	GOV	\$75
A New Day (Poe)	4	NP	\$300
Republican Women's Luncheon	1	NP	\$75
AIA Film Shoot	1	NP	\$75
Importance of Being Ernest	2	NP	\$100
Total	14		\$800
 <u>MARCH</u>			
Importance of Being Ernest	12	NP	\$600
Rotary Luncheon	4	NP	\$100
SV Foundation	1	NP	\$75
Literature In Action (Anne Frank)	4	NP	\$300
Adult School Graduation	1	NP	\$75
Total	22		\$1,150
 3rd Quarter Total	 44		 \$2,335

Simi Valley Cultural Arts Center

Subsidized Activity Report 04/01/16–06/30/16

<u>APRIL</u>	<u># Perfs.</u>	<u>Subsidy</u>	<u>Amount</u>
Importance of Being Ernest	3	NP	\$150
Rotary Luncheon	4	NP	\$100
Foundation Meeting	1	NP	\$75
Arts Council Meeting	1	NP	\$50
Play Reading	1	NP	\$50
Spotlight Award	1	NP	\$200
Pinecrest Elementary	1	NP	\$75
Total	12		\$700
 <u>MAY</u>			
Rotary Luncheon	4	NP	\$100
Literature in Action (Tempest)	6	NP	\$900
Spring Concert	1	NP	\$75
Foundation Meeting	1	NP	\$75
Adult School Graduation	1	NP	\$75
Stage 1 Music	1	NP	\$75
Women's Republican Luncheon	1	NP	\$75
Mastrolonardo Piano Recital	1	NP	\$50
Kaila Franklin Dance 10	1	NP	\$50
Total	17		\$1,475
 <u>JUNE</u>			
The Wiz	11	NP	\$550
Rotary Luncheon	4	NP	\$100
Adult School Graduation	1	NP	\$150
Women's Republican Luncheon	1	NP	\$75
Foundation Meeting	1	NP	\$75
Jessica Khan Recital	1	NP	\$50
Inspire Dance Recital	1	NP	\$50
Turpin Piano Recital	1	NP	\$50
Total	21		\$1,100
4th Quarter Total	50		\$3,275
 Totals			
1st Quarter	49		\$4,300
2nd Quarter	45		\$4,350
3rd Quarter	44		\$2,335
4th Quarter	50		\$3,275
Total Subsidy FY15/16	188		\$14,260

**FY 2015-16 Simi Valley Cultural Arts Center
Year-End City Reimbursement**

FY 2015-16 Earned Income	\$405,329
<u>CAC FY 2015-16 Unearned Income</u>	<u>\$71,437</u>
FY 2015-16 CAC Gross Revenues	\$476,766
Ten Percent of Earned Income (\$405,329 x 10%)	\$40,533
<u>Less FY 2015-16 Non-Profit Subsidy Credit</u>	<u>-\$14,260</u>
Balance due to City of Simi Valley	\$26,273

**FY 2015-16 Cultural Arts Center Year-End
Supporting Information/Breakdown
Annual City of Simi Valley Reimbursement**

Earned Income

Box Office	\$312,076
Concessions	\$ 12,207
Rentals	\$ 80,311
<u>Advertising</u>	<u>\$ 735</u>
Total Earned Income	\$405,329

Unearned Income

Contributions	\$29,692
Grants	\$ 3,463
Interest	\$ 40
<u>Reimbursed Tech</u>	<u>\$38,242</u>
Total Unearned Income	\$71,437

Non-Profit Subsidy Credit

1 st Quarter	\$ 4,300
2 nd Quarter	\$ 4,350
3 rd Quarter	\$ 2,335
<u>4th Quarter</u>	<u>\$ 3,275</u>
Total Non-Profit Subsidy Credit	\$14,260

SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: September 21, 2016

TO: Simi Valley Arts Commission

FROM: David Ralphe, Cultural Arts Center General Manager

SUBJECT: SIMI VALLEY CULTURAL ARTS CENTER PROPOSAL TO OCCUPY A CLASSROOM BUILDING AT SIMI VALLEY ELEMENTARY SCHOOL

The Simi Valley Cultural Arts Center (CAC) submitted a proposal to occupy a classroom building at the vacant Simi Valley Elementary School. The classroom building will be used for storage of props, costumes, and set pieces that could be reused. Also, a classroom can be used for additional rehearsal/audition space in order to expand the CAC's services by increasing the availability of the CAC. Staff is requesting your initial support to enter into negotiations and will report back with further details. Staff will be available to address any questions.

Attachment



SIMI VALLEY CULTURAL ARTS CENTER

3050 East Los Angeles Avenue • Simi Valley, California • 93065

Proposal by the Simi Valley Cultural Arts Center

to occupy a classroom building at the Simi Valley Elementary School.

The Simi Valley Cultural Arts Center is a city-owned, 15,000 square foot facility housing a well-equipped 205 seat main theater and a community room used for meetings, rehearsals and private parties that also serves as the black-box style DownStage Theater seating an audience of 75. Enjoying a regional reputation for excellence for over 20 years, SVCAC has served the community since 1995. Annually, the Center averages between 340 to 400 events and serves between 38,000 and 40,000 patrons.

A key element of our mission is *“To develop, support and encourage cultural activities and educational programs to enhance the quality of life of the citizens of Simi Valley and surrounding communities”*. To that end SVCAC produces three major stage productions each year, dozens of concerts, hosts service club meetings and fund raisers for various community organizations, as well as hosts the extensive programming by Actors’ Repertory Theatre of Simi. We also serve as a partner in the ‘Reflections Program’, provide a performing space for several elementary schools, various ARTS presentations including Literature In Action and youth musical theatre workshops as well as several Santa Susana Senior projects. In addition, SVCAC partners with “It’s A New Day” in many of their student outreach programs. Along with providing a space and technical support for the performing component of several Homeschool programs, SVCAC also hosts and technically supports over a dozen dance and music recitals throughout the year, provides location and technical assistance for student film productions, as well as serves as the location for the graduation ceremonies for the various programs in the Adult School.

The hardest part of our job is being forced to say no to the citizens and students in our community who request performance space and technical assistance because we lack available space, most often because of a scheduled rehearsal or auditions for upcoming productions.

Storage in this small building has always been an issue and now it has approached critical mass. Currently we are forced to discard or donate valuable props, costumes and set pieces that could be reused multiple times simply because we do not have the space to store them.

By allowing us the use of one of the available buildings at Simi Elementary, you will allow us to save dollars that can be better spent to expand our services. Most importantly, with an additional rehearsal/audition space, you will help increase the availability of the Cultural Arts Center to students, artists and emerging artists in our community, allowing them the opportunity to experience a superbly equipped facility with the support of a professional staff.

Thank you for considering this proposal. I can assure you that the use of one of the available buildings will greatly impact the Cultural Arts Center’s ability to serve the citizens, students and arts community of Simi Valley.

Please feel free to contact me at (805) 583-7901 or dralphe@simivalley.org should you need anything further regarding this proposal.

**SIMI VALLEY CULTURAL ARTS CENTER
MEMORANDUM**

DATE: September 21, 2016

TO: Simi Valley Arts Commission

FROM: David Ralphe, Cultural Arts Center General Manager

SUBJECT: CULTURAL ARTS CENTER PROGRAMMING UPDATE

Attached for the Simi Valley Arts Commission's review is the updated Calendar of Programming for the months of October, November and December of 2016. Reflected is the Cultural Arts Center production of *Assassins* and a Holiday production (*currently working on the production rights*) as well as the ARTS production of *Ragtime*. Staff will be available at the September 21st meeting to address any questions.

Attachments

October 2016

October 2016

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 25	26	27	28	29	30	Oct 1
2:00pm 5:00pm Assassins (MS)	Rosh Hashana	11:30am 2:30pm Rotary Luncheon (MPR)	6:00pm 8:00pm Yom Kippur Foundation Meeting (Upper Lobby)	8:00am 4:30pm CPR Emergency Training (Offsite)	2:30pm 4:30pm Leadership Tour (Throughout Theater)	8:00pm 11:00pm Assassins (MS)
2	3	4	5	6	7	8
2:00pm 5:00pm Assassins (MS)	Columbus Day	11:30am 2:30pm Rotary Luncheon (MPR)	8:00am 2:00pm Republican Women (MPR)	7:00pm 11:30pm Dress Rehearsal RAGTIME (MS)	8:00pm 11:00pm Assassins (MS)	8:00pm 11:00pm Assassins (MS)
9	10	11	12	13	14	15
2:00pm 5:00pm Assassins (MS)		11:30am 2:30pm Rotary Luncheon (MPR)	Tech Week (MS MPR)	8:00am 4:30pm CPR Emergency Training (Offsite)	10:00am 2:00pm Republican Women (MPR)	8:00pm 11:00pm Assassins (MS)
16	17	18	19	20	21	22
2:00pm 5:00pm Assassins (MS)		11:30am 2:30pm Rotary Luncheon (MPR)	Tech Week (MS MPR)	8:00am 4:30pm CPR Emergency Training (Offsite)	10:00am 2:00pm Republican Women (MPR)	RAGTIME LOAD IN (M)
23	24	25	26	27	28	29
Tech Week (MS MPR)	Tech Week (MS MPR)	Tech Week (MS MPR)	Tech Week (MS MPR)	Tech Week (MS MPR)	Tech Week (MS MPR)	Tech Week (MS MPR)
30	31	Nov 1	2	3	4	5
1:00pm 5:00pm ARTS' Ragtime (MS)	Halloween					

9/25 - 30

10/2 - 7

10/9 - 14

10/16 - 21

10/23 - 28

10/30 - 11/4

November 2016

November 2016

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 30 - Nov 5	Oct 30 1:00pm 5:00pm ARTS' Ragtime (MS)	31	Nov 1 11:30am 2:30pm Rotary Luncheon (MPR) 5:00pm 8:00pm Ushers Training (MS/MPR)	2	3	4	5 7:00pm 11:00pm ARTS' Ragtime (MS)
Nov 6 - 12	6 1:00pm 5:00pm ARTS' Ragtime (MS)	7	8 Election Day 11:30am 2:30pm Rotary Luncheon (MPR)	9 6:00pm 8:00pm Foundation Meeting (Upper Lobby)	10	11 Veteran's Day 7:00pm 11:00pm ARTS' Ragtime (MS)	12 7:00pm 11:00pm ARTS' Ragtime (MS)
Nov 13 - 19	13 1:00pm 5:00pm ARTS' Ragtime (MS)	14	15 11:30am 2:30pm Rotary Luncheon (MPR)	16	17 3:00pm 9:00pm Reflections (MS/MPR)	18 10:00am 2:00pm Republican Women (MPR) 7:00pm 11:00pm ARTS' Ragtime (MS)	19 10:00am 4:00pm Holiday Craft and Gift Fair (MPR and Parking Lots) 7:00pm 11:00pm ARTS' Ragtime (MS)
Nov 20 - 26	20 1:00pm 5:00pm ARTS' Ragtime (MS)	21	22 11:30am 2:30pm Rotary Luncheon (MPR) 7:00pm 10:00pm Literature in Action (DownStage)	23 7:00pm 10:00pm Literature in Action (DownStage)	24 Thanksgiving Day	25 1:00pm 4:00pm Literature in Action (DownStage) 7:00pm 11:00pm ARTS' Ragtime (MS)	26 Literature in Action (DownStage) 7:00pm 11:00pm ARTS' Ragtime (MS)
Nov 27 - Dec 3	27 Literature in Action (DownStage) 1:00pm 5:00pm ARTS' Ragtime (MS)	28 7:00pm 10:00pm Literature in Action (DownStage)	29 7:00pm 10:00pm Literature in Action (DownStage)	30 7:00pm 10:00pm Literature in Action (DownStage)	Dec 1	2	3

December 2016

January 2017

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 27	28	29	30	Dec 1	2	3	
Nov 27 - Dec 3						7:00pm 11:00pm ARTS' Ragtime (MS)	7:00pm 11:00pm ARTS' Ragtime (MS)
Dec 4 - 10	4	5	6	7	8	9	10
	1:00pm 5:00pm ARTS' Ragtime (MS)		11:30am 2:30pm Rotary Luncheon (MPR)			7:00pm 10:00pm Holiday Show (Main Stage)	7:00pm 10:00pm Holiday Show (Main Stage)
Dec 11 - 17	11	12	13	14	15	16	17
	1:00pm 5:00pm Holiday Show (Main Stage)		11:30am 2:30pm Rotary Luncheon (MPR)	6:00pm 8:00pm Foundation Meeting (Upper Lobby)	7:00pm 10:00pm Holiday Show (Main Stage)	7:00pm 10:00pm Holiday Show (Main Stage)	7:00pm 10:00pm Holiday Show (Main Stage)
Dec 18 - 24	18	19	20	21	22	23	24
	1:00pm 5:00pm Holiday Show (Main Stage) 7:30pm 11:00pm Blue Christmas with Raymond Michael as		8:00am 8:30am Holiday Show (Main Stage) 11:30am 2:30pm Rotary Luncheon (MPR)	8:00am 8:30am Holiday Show (Main Stage)	8:00am 8:30am Holiday Show (Main Stage)	7:00pm 10:00pm Holiday Show (Main Stage)	Christmas Eve
Dec 25 - 31	25	26	27	28	29	30	31
	Christmas Day Hanukkah Begins		11:30am 2:30pm Rotary Luncheon (MPR)				New Year's Eve

CITY OF SIMI VALLEY • MEMORANDUM

DATE: September 21, 2016
TO: Simi Valley Arts Commission
FROM: David Ralphe, Cultural Arts Center General Manager
SUBJECT: SIMI VALLEY CULTURAL ARTS CENTER STATISTICS

Attached for the Simi Valley Arts Commission review are updated Simi Valley Cultural Arts Center (CAC) attendance and usage statistics through the first six months ending June 30, 2016. CAC attendance and usage for the first two quarters of 2016 show an increase of 16 additional events or 9% and an increase of 7% or 1,076 numbers of people using the facility. Given the popularity, of upcoming productions for the remainder of the year, the CAC should post an increase in usage for 2016.

Attachment

SIMI VALLEY CULTURAL ARTS CENTER STATISTICS

	Main Stage Events	Main Stage Attendance	MPR Events	MPR Attendance	Gallery Events	Gallery Attendance	Total Events	Total Attendance	Hrs Open to the Public (per week)
Annual Total 2013	167	27,311	141	7,083	46	3,576	354	37,970	70
Annual Total 2014	172	25,640	133	6,684	49	3,766	354	36,090	69
Jan-15	10	1,525	8	454	4	285	22	2,264	65
Feb-15	11	1,946	8	354	4	200	23	2,500	70
Mar-15	16	2,059	7	353	5	375	28	2,787	72
Apr-15	8	562	13	607	5	325	26	1,494	69
May-15	12	1,100	19	1,142	4	224	35	2,466	70
Jun-15	16	2,392	15	651	4	303	35	3,346	71
Jul-15	14	2,394	26	1,407	4	310	44	4,111	74
Aug-15	23	3,437	12	479	5	344	40	4,260	69
Sep-15	12	2,176	6	332	4	357	22	2,865	66
Oct-15	14	3,071	8	389	4	300	26	3,760	69
Nov-15	15	3,053	11	873	4	600	30	4,526	72
Dec-15	18	3,046	9	472	4	500	31	4,018	71
Annual Total 2015	169	26,761	142	7,513	51	4,123	362	38,397	70
% Change from 2014	-2%	4%	7%	12%	4%	9%	2%	6%	1%
Jan - June 2015	73	9,584	70	3,561	26	1,712	169	14,857	70
Jan-16	11	832	9	394	4	145	24	1,371	67
Feb-16	12	1,768	8	409	4	215	24	2,392	71
Mar-16	14	1,160	8	370	5	215	27	1,745	69
Apr-16	13	1,678	9	351	4	200	26	2,229	72
May-16	15	2,958	18	1,054	4	396	37	4,408	74
Jun-16	15	2,290	27	1,184	5	314	47	3,788	72
Jul-16									
Aug-16									
Sep-16									
Oct-16									
Nov-16									
Dec-16									
Jan - June 2016	80	10,686	79	3,762	26	1,485	185	15,933	71
% Change From 2015	10%	11%	13%	6%	0%	-13%	9%	7%	2%

SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: September 21, 2016

TO: Simi Valley Arts Commission

FROM: David Ralphe, Cultural Arts Center General Manager

SUBJECT: SIMI VALLEY CULTURAL ARTS CENTER CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program for the Cultural Arts Center (CAC) is designed to be reviewed by the Arts Commission annually during the budget process and serves as a management tool to adequately identify in advance and plan for the purchase of the CAC's future equipment and capital needs. The following is an interim report, for your information, updating capital expenditures for Fiscal Year 2015-16 and planned expenditures for Fiscal Year 2016-17. As identified in the financial operating structure approved by the City Council, staff will continue to track and report all capital expenditures. Staff will be available at the September 21, 2016, meeting of the Simi Valley Arts Commission to respond to any questions.

With the help of the Judy Dwyer bequest we were able to complete Phase II of the "Greening of the Center" program by replacing all strip lights and movable intel instruments with LED lighting instruments thus reducing electrical usage and excessive heat at the stage level.

Total expenditure \$27,217.00

The cost of maintaining our sound, piano and wireless microphone component was as follows:

Sound board, cables and connectors \$1,175.00
Piano Tuning and repair \$ 467.00
Wireless microphone maintenance & replacement \$1,523.00

Total \$3,165.00

Technical supplies including such items as tools, hardware, gaff tape and miscellaneous maintenance items.

Total \$1,350.00

Total Expenditure for Fiscal Year 2015-16 \$31,732.00

Capital Projects Approved and in Progress

Replace the current cyc which has become discolored and stretched
Upgrade sound package with (2) Sennheiser 416 Shotgun microphones
10,000 lumen projector with a 0.3:1 specialty lens.